

## Survey Administrator – Online Instructions

### **Your survey administrator packet should include these documents:**

- Survey Administrator – Online Action Checklist
- Survey Administrator – IT Prep and Tips
- Survey Administrator – Online Instructions (this document)
- Survey Administrator – Online Script
- Envelope labeled “Used Access Code Cards”
- Enough access code cards for each participating student
- Classroom-Level Sample Information Form

If any of the above documents are missing, or not enough access code cards are provided in your survey administrator packet, please contact your school coordinator immediately.

### **On the day of the survey:**

1. Complete known portions of the “Classroom-Level Sample Information Form” document.
  - (A) Circle the predominant grade of the class. If the class contains equal numbers of students from more than one grade, circle ‘Other’ and specify.
  - (B) Enter the number of students who are currently enrolled in the class.
  - (B1) Enter the number of students attending school in-person this semester.
  - (B2) Enter the number of students attending school virtually this semester.
2. Spread students’ desks throughout the classroom to minimize the chance students will see each other’s responses.
3. Verify that every student has a computer, is connected to Wi-Fi, and is logged in.
  - Ensure students have their computer charger available.
4. Write the PC Sample ID and Class ID on your white board/chalk board where it is visible to all students.
  - The PC Sample ID and Class ID can be found on the front of the survey administrator packet.
5. Follow directions outlined in the script. The script should be read aloud to participating students.

**After the survey is finished:**

6. When all students have completed the survey, collect access code cards and place them in the provided envelope labeled “Used Access Code Cards”.
  - Unused access code cards should be placed freely inside the survey administrator packet.
  
7. When all used access code cards are returned, finish filling out the “Classroom-Level Sample Information Form” document.
  - (C) Enter the number of students in the class that participated in the survey.
  - (D1) Enter the number of students who cannot complete the survey independently.
  - (D2) Enter the number of students who were absent or opted out of the survey.
  
8. Verify correct information was inputted into the “Classroom-Level Sample Information Form” document.
  - The sum of the numbers entered in (B1) + (B2) should equal the number entered in (B).
  - The sum of the numbers entered in (B2) + (C) + (D1) + (D2) should equal the number in (B).
  
9. Place the “Classroom-Level Sample Information Form” document, the envelope containing the used access code cards, and all unused access code cards in the survey administrator packet.
  
10. Return the survey administrator packet to your school coordinator.

If five or more students were absent on the day of the survey, your school coordinator will administer make-up surveys. The same procedures will be enforced to ensure their privacy and your school coordinator will make sure that the “Classroom-Level Sample Information Form” document is updated appropriately.